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JAN 1 1951

MEMORANDUM FOR: Asst. Director for Special Operations
Asst. Director for Policy Coordination
Asst. Director for Intelligence Coordination
Asst. Director for National Estimates
Asst. Director for Research and Reports
Asst. Director for Collection and Dissemination
Asst. Director for Scientific Intelligence
Asst. Director for Current Intelligence

SUBJECT : Inter-Office Correspondence

STATSPEC

1. In the past, the Office of Operations has authorized its three Divisions [redacted] Contact Division and Foreign Documents Division to correspond directly with Divisions of other Offices on such matters as requirements, operational cases, preliminary coordination and pre-publication dissemination of urgent collection items. Direct correspondence between other Assistant Directors and the Divisions has not been authorized. Any matter involving policy or financial commitments, must go through this Office for signature by the AD or the DAD to the Assistant Director concerned.

2. The above procedure not only reduces the workload of the Office of the Assistant Director concerned but also reduces the time in transit of correspondence by as much as one and sometimes two days.

3. In view of recent personnel and functional changes within CIA, your comments on paragraph 1 above are requested insofar as it relates to correspondence between your Office and the Office of Operations.

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[redacted]
GEORGE G. CAREY
Assistant Director for Operations

FEB 10 1951

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